

# Helpdesk Manager



<b>Job Code:</b>	<b>1371</b>
<b>Grade:</b>	<b>129</b>
<b>Reports to:</b>	<b>Director of Information Technology</b>
<b>Salary Range:</b>	<b>\$52,171 - \$80,028</b>
<b>FLSA Status:</b>	<b>Exempt</b>

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*This class specification currently unavailable.*

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Helpdesk Manager position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes      ☐ No

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Employee Signature

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Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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